

WALLED LAKE CITY LIBRARY

EMPLOYMENT OPPORTUNITY



POSITION: Children's Librarian, Full Time

The Walled Lake City Library is seeking an enthusiastic, organized individual to join a positive, team-oriented work environment.

PAY RATE: \$40,000/year

BENEFITS: Medical with prescription, dental, optical, disability and life insurance coverage; pension plan; voluntary deferred compensation plan; Employee Assistance Program; vacation; holiday; personal and sick leave.

SCHEDULE: 40 hours per week, weekdays, minimum of one evening per week and one Saturday per month

DUTIES AND RESPONSIBILITIES:

- Provides assistance and reader's advisory to library patrons of all ages
- Select, order, evaluate, and weed youth collections
- Plans, prepares for and presents programming for children and families including story time, the summer reading program and other programs
- Collaborate with intern and other staff to plan and implement a variety of children's programs and events
- Offer excellent customer service focusing on children's services
- Provides outreach to local schools and others
- Assists patrons at the front desk in person and on the phone
- Attends staff meetings, professional meetings and workshops for continuing education
- Maintain and update social media and website content as needed
- Assumes the role of the Librarian-in-Charge in the Director's absence
- Attends meetings on behalf of the Library as requested
- Perform other duties as assigned

QUALIFICATIONS:

- ALA-accredited MLIS degree *or* 18 credit hours toward the degree, from an ALA accredited school
- Experience working with children ages 0-18
- Enthusiasm for youth and commitment to public service excellence
- Broad knowledge of youth literature, media, and trends
- Computer literacy and an ability to provide technology instruction
- Embraces change in work environment, procedures and services
- Good organizational skills; able to prioritize duties and tasks, work independently and assume responsibility
- Delivers consistently friendly, attentive, welcoming, high quality customer service to patrons of all ages
- Ability to work effectively with the public and other library employees

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Library environment; extensive public contact.
- **Mobility:** Sufficient mobility to work in a library setting; operate office equipment
- **Vision:** Vision sufficient to read small print, computer screens and other printed documents

CLOSING DATE: Applications received on or before Friday, August 27, 2021 will be given first consideration

APPLICATION: Cover letter, resume and contact information for three professional work-related references

EMAIL/SEND TO:

Carrie Ralston, Library Director
Walled Lake City Library
1499 E. West Maple Rd.
Walled Lake, MI 48390
carrie@walledlakelibrary.org

The Walled Lake City Library is an equal opportunity employer